



THE ROBERT NAPIER SCHOOL

The Robert Napier School ICT Network Acceptable Use Policy (Staff)

Guidelines for Staff using the School ICT Network

The following guidelines are intended to outline best practices when using The Robert Napier School ICT Network. By completing the attached form, you are agreeing to follow these guidelines. These guidelines may be amended at any time, and notification of these amendments will be distributed at the earliest opportunity. **Please be aware that use of the ICT Network is monitored, and misuse of network resources may ultimately result in disciplinary action.**

School Network Policy

- It is required that you only log in using accounts that have been specifically allocated to you – please do not use anyone else’s account. If you feel your login account does not grant you suitable access, please speak to the IT Support Department. Please do not tell anyone else your login details
- Do not leave a computer session unattended, particularly in any area where a student may gain unauthorised access to your account - ensure you either log out, or lock the workstation
- Please treat all ICT facilities with respect. Any faulty equipment should be reported to the IT Support Department as soon as possible, using the online reporting system (Service Requests on SharePoint). Please do not consume food and drink in close vicinity to ICT equipment.
- It is expected that the ICT facilities will not be misused. These resources are supplied for school-related purposes only.
- The facilities must not be used in any way that may threaten the integrity of the school computer network

Internet & E-mail Policy

- Please remember to respect the copyright of any materials that you access on the internet
- The School’s Internet facility must not be used to access unsuitable material, such as pornographic material, racist material or anything else that could be deemed ‘offensive’. If any such material appears, please inform a member of the IT Support Department immediately
- The School’s Internet facility must not be used for any personal financial gain, for gambling, for political purposes or for advertising
- The School’s Internet facility must not be used to carry out any activity that may threaten the integrity of the school network, or to attack or corrupt any other systems
- Please do not attempt to download any programs. If you wish to use any applications that are not already available from your desktop, please raise a Service Request using the online reporting system.
- Please do not use any form of instant messenger or chat room, or any form of web-mail, other than that provided by the school
- Please remember to compose e-mails carefully and politely – avoid using unsuitable language, and do not send any email with unsuitable or ‘offensive’ content
- If you receive any unsuitable e-mail, please notify a member of the IT Support Department immediately
- The Internet facilities should only be used during work times for work purposes and it is unacceptable if the use for personal reasons causes disruption to the delivery of work

SIMS Access

- It is vitally important to remember your responsibilities in keeping data held in SIMS secure. Staff users must recognise the confidential nature of student information that they have access to - do not allow any unauthorised access to your SIMS login details, and do not leave a SIMS session unattended
- Avoid copying or reproducing data made available to you via SIMS, except for school-related purposes – please ensure any data that is extracted from SIMS is kept secure



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If you suspect any of your login details have been compromised, ensure that you change your password(s) IMMEDIATELY. It is recommended that you also change your password(s) on a regular basis, to maintain security.

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By signing this, I am agreeing to be bound by the Terms and Conditions of the School ICT Network Acceptable Use Policy, as indicated overleaf.

Failure to comply with this agreement will result in loss of access to the school network and may lead to disciplinary action.

Name

Department:

Signed _____

Date _____

Once complete, please return one copy to Miss Freeborn in the Data Manager's office, and keep one copy for your records.

(Adopted by the Advisory Board on 19 December 2012)